



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 61ST AIR BASE GROUP (AFSPC)
LOS ANGELES AIR FORCE BASE CALIFORNIA

AUG 3 2004

MEMORANDUM FOR 61st AIR BASE GROUP PERSONNEL (ALL)

FROM: 61 ABG/CC

SUBJECT: Commander's Policy on Prohibition of Sexual Harassment

1. Sexual harassment, discrimination and reprisal are unacceptable behavior for military and civilian personnel in the 61st Air Base Group. I maintain a zero tolerance policy consistent with the policies of the Air Force, Air Force Space Command and Space and Missile Systems Center. I do not tolerate these actions and will swiftly deal with these types of incidents if they should arise.
2. We must treat every person with dignity and respect. I count on leaders at all levels to enforce this policy and strive to create a workplace free from sexual harassment and/or unlawful discrimination of any kind.
3. Education is key to ensuring we provide an environment to live and work where each individual is treated with infinite dignity and worth. Therefore, I expect all ABG personnel to attend the Effective Workplace Relationships training provided by the Equal Employment Opportunity Office (EEO) and Military Equal Opportunity (MEO) Office. Each Division Chief or Commander must schedule his or her personnel for training by contacting the MEO office at 363-2806.
4. I expect every member of the 61 ABG to comply with this policy. Violators will be subject to appropriate corrective action, including disciplinary or administrative action.

JOSEPH M. CODISPOTI, Col, USAF
Commander

Attachment
SMC/CC Letter, 7 May 02



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LOS ANGELES AIR FORCE BASE CALIFORNIA

AUG 3 2004

MEMORANDUM FOR 61 ABG COMMANDERS AND DIVISION CHIEFS

FROM: 61 ABG/CC

SUBJECT: Command Responsibility for Equal Opportunity

1. I endorse and support General Arnold's policy on Command Responsibility for Equal Opportunity. We, as leaders and commanders, have the unique responsibility and accountability for enforcing the Air Force zero tolerance policy for unlawful discrimination and reprisal.
2. Any act of discrimination undermines readiness and interferes with mission accomplishment. We cannot accept or tolerate behavior that jeopardizes mission success or disrupts the cohesiveness of our team. We must be alert and respond promptly and appropriately to issues surrounding Equal Opportunity. Failure of leadership to handle these types of issues appropriately and in a timely manner results in a violation of AF, AFSPC, and SMC policy.
3. I expect nothing less than absolute adherence to this policy and total commitment to core values. By doing so, we can promote a work environment that encourages dignity, respect, and fairness for all personnel.

A handwritten signature in black ink, appearing to read "JC", is positioned above the printed name of the commander.

JOSEPH M. CODISPOTI, Col, USAF
Commander

Attachment
SMC/CC Letter, 7 May 02